



Human Resources Associate

Details

Job ID : 529

Title : Human Resources Associate

Job Code : 552

Salary : \$1,818.33 (Annual)

Grade : 5

Tenured : YES

Job Departments

- Human Resources

Purpose

Responsible for the support, processing and administration of the statewide court human resource functions.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Work Experience

Job Skills/Abilities

- Basic computer skills, good organizational skills, good communication skills.

Job Preferred Knowledge

- Knowledge of the court system

Job Duties

- Facilitates the preparation, submission/entry and follow-through of personnel, payroll, timesheet, time clock, employment applications, benefits, identification badges and other areas of human resources as needed
- Responds to inquiries regarding all Court of Justice personnel policies and process, including areas that are affective by the Federal Law, state law and Kentucky Executive Branch policies and or processes that are governing to the COJ HR practices
- Maintains central personnel file records
- Maintains databases, electronic files, HR internet and intranet files
- Communicates with all COJ levels of employees, management, and elected officials
- May present or facilitate trainings, on HR processes and activities such as benefit fairs, orientations, etc.
- Other duties as assigned